

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-544C

**Supply Technician
N0045
GS-2005-07
\$37,041 - \$48,152 pa**

ANNOUNCEMENT DATE: 9 December 2004
CLOSING DATE: 19 January 2005

SELECTING OFFICIAL: Supervisory Logistics Management Specialist

APPOINTMENT FEATURES: Competitive Service
Career/Career Conditional

POSITION LOCATION: USPFO - San Luis Obispo, CA
Duty Station: Camp Roberts, CA

CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT OF THIS POSITION AND VACANCY ANNOUNCEMENT #04-543. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW TPM, ANNEX A.

This position is located in the Property Management Branch, Supply & Services Division, USPFO. Its purpose is to monitor the accountable equipment within the State and maintain an accurate accounting and reporting system for property book equipment to include providing data to the Continuing Balance System – Expanded (CBS-X).

1. **AREA OF CONSIDERATION:** Statewide. Applications will be accepted from current permanent technicians of the California Army National Guard with Career or Career Conditional status.

2. **CONDITION OF EMPLOYMENT:** Completion of a favorable National Agency Check. Must participate in PD/EFT (Direct Deposit).

3. **DUTIES:** Maintains an accurate automated accounting and reporting system of property book equipment for units and activities within the State; conducts property book reconciliation's; reviews document registers, document files, suspense files, and account records to verify postings and consistency with automated/manual property book balances; maintains contact with such agencies of the Department of Defense (DOD), Department of the Army (DA), National Guard Bureau (NGB) and other states and units to resolve problems within responsible areas; manages serialization tracking programs within the Supply Support Activity (SSA), such as Small Arms Serialization Program (SASP), Controlled Cryptographic Items Serialization Program (CCISP), and Radiation Testing and Tracking System (RATTS); manages the loan of equipment.

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4. QUALIFICATION REQUIREMENTS: Competitive qualification requirements for this position are from OPM X-118 Handbook:

GS-07 requires 1 year specialized experience equivalent to the next lower grade level.

Specialized Experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Knowledge of standard methods of receipt or material order documentation control and material processing.
- b. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts, and storage techniques.
- c. Ability to establish and maintain effective work relationships.
- d. Knowledge of regulations, and mechanized/statistical techniques in the computation and forecasting of quantitative requirements.
- e. Knowledge of regulatory requirements governing the accounting for government property.
- f. Ability to research information.
- g. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATIONS FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

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SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). ***ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.*** VETERANS PREFERENCE DOES NOT APPLY.

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS. PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.